Dear ERS Trainee,

You have elected to attend one of the court's Electronic Records System (ERS) training classes. **General Document** and **Case Opening** are **both** three-hour classes scheduled from 9:00 a.m. to noon. A **Combination Class** (both motion filing and case opening) is scheduled from 9:00 a.m. to 1:00 p.m. (Please check Training Dates for the most current list of training dates and times.) The **General Document** filing class includes training to prepare documents, save them in a portable document format (pdf), and scan, merge, and submit documents over the court's web site. **This class is for those who typically represent creditors and who do not file petitions, and includes training on documents such as motions and complaints.** The **Case Opening** class includes training to open cases over the court's web site. **This class is for those who file petitions on behalf of debtors, and includes training on documents such as amended schedules. The longer Combination Class includes training on both filing motions and opening cases.** Following the training, both staff and attorney participants are required to successfully complete test filings to the court's training database to demonstrate proficiency; however, only attorneys are certified to file with the court. Certified attorneys may, however, authorize staff who attended the training to file documents on their behalf. Staff who attend training without the attorney for whom they prepare documents may qualify their attorney for certification by successfully completing the test filings.

At registration, each attorney is issued a unique user name and password, and a monitor. The password constitutes the attorney's signature for the purpose of electronic filing. Staff who attend training are issued a temporary password for training, but use the attorney's user name and password to complete their test filings. The monitor assigned to the attorney will assist both the attorney and the attorney's staff who attend the training in completing their test filings.

Filing documents electronically requires a personal computer running Windows 95 or higher with Netscape 4.7 or higher (not 6.0) or Internet Explorer with 128-bit encryption; an Internet provider; Adobe Acrobat Writer; word processing software, such as Word or WordPerfect; and a scanner (text setting 300 dpi resolution).

A credit card authorization form should be completed and sent **ASAP** to Martha Franco at 301 U.S. Courthouse, 30 South Fourth Street, Minneapolis, Minnesota 55415. This will enable you to automatically charge applicable filing fees to your credit card. The clerk's office needs one authorization form per office to file documents.

The hands-on training sessions are held at the Minneapolis Courthouse located at 300 South Fourth Street, Suite 301. Directions and street map Underground parking is available for a fee in the municipal parking ramp. Entrance to the ramp is on the Third Avenue side of the courthouse. Please check in with the receptionist at the customer service desk directly off the elevator bank on the third floor. The courthouse has a restaurant located in the lobby which is open from 7:00 a.m. to 2:30 p.m. and has access to the skyway and the tunnel systems that lead to other restaurants.

The court has increased the number of training sessions to accommodate the October 1 mandatory electronic filing training deadline. If you are unable to attend your scheduled training session, please call Debby Lamb at 651-848-1053 **ASAP** and she will reschedule you. Last minute cancellations and no-shows may not be able to be rescheduled before October 1.

Thank you for your interest and support of the Court's Electronic Records System (ERS)!